



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of September 02, 2013

MEM-286-13

The office of Congressman Dennis A. Ross (FL-15) is currently seeking unpaid interns in the Washington D.C. office for the 2013 Fall semester. The start and stop dates can be flexible, with the semester starting in September and extending through December. Responsibilities include, but are not limited to, answering phones and mail, attending hearings, leading tours and providing support to legislative and communications staff in both DC and the district. Ideal candidates should have strengths in research, writing and multi-tasking, with an ability to interact well with constituents. Florida ties are preferred, but are not necessary.

Interested candidates should apply through the website:

<http://dennisross.house.gov/constituentservices/internships.htm>.

MEM-285-13

The Washington, D.C. office of Congresswoman Louise M. Slaughter (NY-25) is seeking a press intern to work with Congresswoman Slaughter's communications team. The press intern will work directly with the Press Secretary and Speechwriter & Director of Online Communications to carryout responsibilities

including - but not limited to - creating graphics, developing press lists, collecting and distributing press clips, drafting releases and social media content, and contacting reporters.

While the position is unpaid, the office will work with universities to accommodate applicants wishing to earn academic credit. First-hand experience in the congressional office will provide a unique opportunity into the functions of a fast-paced Democratic Congressional office. It will also offer a unique insight into legislative and parliamentary procedure, as Congresswoman Slaughter is Ranking Member of the Committee on Rules. [The Rules Committee](#) determines the parameters of debate for all major legislation before it can be considered on the House Floor, including which amendments can be offered. The ideal applicant will have strong graphic design skills. Applicants should e-mail a cover letter, resume, and a one to three page writing sample to Jack Spasiano at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Jack at 202-225-3615 with any questions.

MEM-284-13

The office of Congresswoman Ann Wagner (R-MO-02), is seeking unpaid full-time and part-time interns for the Washington, DC office with availability beginning early September and ending in December.

Intern responsibilities include correspondence with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. Interns will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Please e-mail a resume, cover letter, and any questions to alex.sarnowski@mail.house.gov. No phone calls or drop ins please.

MEM-283-13

The office of Congressman Tom Price (GA-6) is seeking full and part-time interns for Fall 2013 in our Washington, DC office. Interns are an important component of our day-to-day operation and will have the opportunity to see the legislative process firsthand. Intern duties include, but are not limited to, conducting legislative research, attending Congressional hearings and briefings, and communicating with constituents. The ideal candidate should be personable, a strong communicator, and a team player. Although this internship is unpaid, we'd be happy to make arrangements for a student to receive college credit. Those with an interest in healthcare policy are also encouraged to apply. Interested applicants should send an updated resume to Meghan Graf at Meghan.Graf@mail.house.gov.

MEM-281-13

A member of the House Leadership is seeking responsible self starters to intern in the fall. Successful candidates will have strong interpersonal communication skills, as well as substantial writing and research experience. Intern responsibilities will include: attending hearings and briefings, leading Capitol tours, performing legislative research, handling constituent's calls, and assisting in office administration. Ideal applicants will serve at least three days a week and will have compelling references. Interested candidates should email his or her resume and references to GOPinternshipManager@gmail.com

MEM-280-13

The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for fall 2013 internship. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries and providing support to all Committee staff. To apply, please send resume and cover letter to GOPscienceintern@gmail.com.

MEM-279-13

New Jersey Democratic Congressman Frank Pallone (NJ-06) seeks part time interns for the Fall 2013 semester that can commit to working at least Tuesdays and Thursdays. We are seeking personable, hardworking, motivated individuals with excellent oral and written communication skills. Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey / East Coast ties are strongly preferred, but not necessary. Please email a resume, cover letter, and a writing sample to nj06interns@gmail.com, and please include your dates and times of availability.

MEM-277-13

The office of Congressman Bill Shuster (PA-09) is currently seeking full time fall interns (September - December). Candidates should be a self-motivated, team player that is ready to work in a fast-paced environment. Duties include, but are not limited to: opening mail, answering phones, constituent correspondence, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects. The ideal candidate will be a hard-working, detail oriented professional with strong oral and written communication skills. Pennsylvania and district ties are preferred, but not required. Although this position is unpaid, we will work with the student to fulfill requirements for school

credit programs. Interested candidates should email PA09jobs@gmail.com with a resume and a cover letter.

MEM-276-13

“Energetic NY Freshman Democrat is seeking a full-time or part-time press and social media intern for the fall of 2013 in his Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the legislative staff. The ideal candidate will possess strong written communications skills, ability to work in a fast-paced environment, professionalism, and a good sense of humor. Please note that the internship is unpaid and housing is not provided, but students can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release), and dates of availability with "Press Intern Fall 2013" in the subject line to NY.PressIntern@mail.house.gov. Equal opportunity employer. No phone calls or drop-ins please.”

MEM-275-13

Internship – Congressman Dave Loebsack is hiring fall interns in his Washington, D.C. office. Interns are responsible for answering phones, sorting mail and faxes, giving tours of the Capitol, and assisting with constituent correspondence. Other tasks may include attending briefings and hearings, letter writing, and assisting press staff. Intern candidates should be current or recent college students, regardless of major. To apply please email your cover letter, resume, a short writing sample and a letter of recommendation to Loebsack.Internship@mail.house.gov. No phone calls or drop-ins please.

MEM-274-13

The office of Congressman Raul Labrador (ID-01) is currently seeking unpaid interns in the Washington, D.C. office for the 2013 Fall semester. Start/stop dates are flexible. Basic intern responsibilities include but are not limited to answering phones, sorting mail, conducting tours of the U.S. Capitol, and assisting staff on various projects. Interns will have the opportunity to attend briefings and hearings of interest and see firsthand how a congressional office operates. Ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. College students and recent graduates will be considered. Course credit is available. Interested candidates should direct their resume and cover letter to bekah.demordaunt@mail.house.gov.

MEM-273-13

“The congressional office for New Jersey District 2 (NJ-02) seeks applicants for an intern position in the DC office for the fall of 2013, beginning in September and going through December. The ideal candidate will call New Jersey their home and possess an interest in politics. Current students and recent graduates are welcome to apply. Our interns assist staff with giving tours of the Capitol, answering phones, data entry, sorting mail and general clerical duties. They will also occasionally attend public hearings or briefings and can conduct research for legislative staff.

This is a good opportunity to see how a congressional office works. Additionally, interns will gain professional office experience useful for future career choices. Applicants must be available at a minimum of two to three full days per week. Prefer applicants to be from the district. Please email your resume and cover letter to Michael.Fimmano@mail.house.gov and complete form on <http://lobiondo.house.gov/serving-you/internships>”

MEM-269-13

Congressman Matt Cartwright (D-PA) is seeking unpaid interns for his Washington, DC office for the Fall semester (August/September - December, full or part time). Intern duties include answering the phone, writing letters, attending legislative briefings, and assisting staff members with special projects. Attention to detail and strong writing and grammar skills are required. Candidates from the 17th Congressional District of Pennsylvania are especially encouraged to apply, although all applications will be considered equally regardless of state or district ties. Prospective candidates should apply online and submit a resume and cover letter to <http://cartwright.house.gov/services/internships> . No phone calls or drop ins, please.

MEM-267-13

The office of Congresswoman Diana DeGette (CO-01) is seeking applications for full- or part-time unpaid interns for the fall semester. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Opportunities to contribute to the office include, but are not limited to, answering phones, sorting mailing, attending briefings, drafting constituent correspondence, and providing assistance to the legislative staff. This is great opportunity to experience the legislative process first-hand and improve your understanding of public policy. Applicants must have excellent writing and communications skills. **We can only consider applications from currently enrolled students** (undergraduate or graduate). Interested applicants should email a cover letter, resume, and brief writing sample to tommy.walker@mail.house.gov with the subject line “Intern Application.”

MEM-265-13

U.S. Congressman Marc Veasey, (TX-33), seeks detail-oriented and motivated press intern in Washington, DC for the fall semester. Responsibilities include assisting the press staff with day-to-day operations of an active press office.

Other press responsibilities include, but are not limited to: research, tracking and compiling relevant press clips and traffic to social media networks. Attending and assisting with press conferences, and helping to organize news interviews and radio call-ins, photographing and videotaping the Congressman, updating and maintaining press contact lists, uploading videos to YouTube, drafting Facebook posts and tweets, finding innovative ways to use and track the website and social media to reach constituents, as well as drafting press and communications materials. Applicants should have strong communications skills and an interest in political communications, new media, or journalism. Prior social media, press and Hill experience a plus. Please apply to dc.dfw.hilljob@gmail.com. No calls, drop ins, or faxes please.

MEM-264-13

Energetic NY Freshman Democrat is seeking a highly motivated Legislative Fellow to assist with a number of issues, including criminal justice, intellectual property, and financial services. Responsibilities include analyzing policy issues, drafting memos, researching policy positions, and assisting extremely active legislative staff as needed. The ideal candidate should possess strong communication skills, attention to detail, and the ability to operate in a fast-paced environment. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. This fellowship is unpaid but is eligible for school credit where applicable. Please e-mail a resume, cover letter, and a writing sample to NY.ResumeInbox@mail.house.gov with "Legal Fellowship" in the subject line. Equal opportunity employer. No calls or walk-ins please.

MEM-263-13

Immediate openings for interns to assist Congressman Petri (R-Wisconsin) and his staff in the overall day-to-day operations of the office by investigating constituent requests and drafting responses, answering telephones, greeting visitors, and guiding tours of the Capitol. They will also be assigned research projects as needed. Interns have the opportunity to attend committee hearings and otherwise take advantage of the unique perspective of Capitol Hill. We try to give our interns a firsthand view of the legislative process and we make every effort to provide them with a worthwhile learning experience. This is an excellent opportunity for college students or recent graduates interested in obtaining Capitol Hill experience. These unpaid positions are full or part-time with flexible scheduling available. Email cover letter and resume to wisc06@mail.house.gov with subject line INTERN APPLICANT.

MEM-231-13

The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time press and social media intern for the fall of 2013 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism, possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Press Intern Fall 2013" in the subject line to latoya.veal@mail.house.gov. No phone calls or drop-ins please.